

GRADUATE CERTIFICATE IN RESEARCH COURSE RULES



CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	2
3	POLICY STATEMENT	2
	Course governance and management.....	2
4	COURSE RULES.....	2
	Entry requirements.....	2
	Application for admission	3
	Offer of admission	3
	Enrolment.....	4
	Study load	4
	Attendance at the University	5
	Supervision arrangements	5
	Partnership with industry or workplaces/employers.....	6
	Academic requirements	6
	Intellectual property.....	9
	Conferral of award.....	9
	Readmission	9
	Financial arrangements.....	9
	Candidate responsibilities	10
	Appeals	10
	Course and teaching evaluation	10
5	RESPONSIBILITIES	11
	Compliance, monitoring, and review.....	11
	Reporting.....	11
	Records management.....	11
6	DEFINITIONS	11
	Terms and definitions.....	11
7	RELATED LEGISLATION AND DOCUMENTS.....	11
8	FEEDBACK.....	12
9	APPROVAL AND REVIEW DETAILS.....	12
10	APPENDICES	13
	Appendix A: Course structure and assessment.....	13
	Appendix B: Course grading guide	17

1 PURPOSE

- 1.1 These course rules provide a consistent set of rules to govern the Graduate Certificate in Research (GCR) at CQUniversity.
- 1.2 These course rules ensure that the GCR course meets CQUniversity's strategic, policy, and operational requirements, and complies with the:
- [Higher Education Standards Framework \(Threshold Framework\) 2021](#) (Cwlth)
 - [Australian Qualifications Framework](#) (AQF) Level 8 Graduate Certificate qualification specifications, and
 - [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) (Cwlth)

2 SCOPE

- 2.1 These course rules apply to the GCR offered by CQUniversity.
- 2.2 These course rules do not apply to the GCR when an embedded part of the Doctor of Philosophy (Industry) degree. Refer to the [Doctor of Philosophy \(Industry\) Course Rules](#).

3 POLICY STATEMENT

- 3.1 The University offers GCR candidates the opportunity to undertake a research-focussed course in a learning environment similar to that experienced by candidates undertaking research higher degrees (RHD).
- 3.2 GCR candidates will be regarded as having a similar standing to RHD candidates, and will be required to understand and comply with policy documents applicable to students generally, as well as those relevant to RHD studies, including:
- [Animal Ethics Procedure](#)
 - [Assignment of Authorship Policy](#)
 - [Code of Conduct for Research](#)
 - [Human Research Ethics Procedure](#)
 - [Intellectual Property and Moral Rights Policy](#)
 - [Research Data Management Policy and Procedure](#)
 - [Research Higher Degree Supervision Policy and Procedure](#), and
 - [Student Academic Integrity Policy and Procedure](#).

Course governance and management

- 3.3 As a RHD qualifying course, the GCR's quality assurance will be managed through the University's academic committee structure, including the Research Course Committee and Research Committee.
- 3.4 The Dean School of Graduate Research is given considerable duties and responsibilities in managing the GCR via these course rules. In discharging these duties, the Dean may delegate such responsibility, and/or consult with the Unit Coordinator or other senior researchers, within the academic Schools.

4 COURSE RULES

Entry requirements

- 4.1 An applicant may be considered for admission into the GCR course if the person holds:
- a recognised completed bachelor degree in any discipline from an Australian university or college or equivalent
 - a recognised completed diploma (or an equivalent vocational education and training qualification) together with a minimum of three years relevant professional experience, or
 - a minimum of five years relevant professional experience and formal skills or learning that satisfies the Research Committee of the applicant's capacity to undertake the course.
- 4.2 Applicants applying on the basis of experience may be required to provide evidence of writing skills.
- 4.3 In considering the above admissions criteria, the University will have regard to the recency of the applicant's formal qualifications, professional experience, and/or formal skills/learning.
- 4.4 Applicants must meet the requirements set out in the [English Language Proficiency Requirements Policy and Procedure](#).

- 4.5 If an applicant is born outside of Australia, Canada, New Zealand, United Kingdom, Ireland, South Africa, or the United States of America; or does not hold citizenship of one of those countries, then certified documentary evidence of English language proficiency must be provided. The University may also request international applicants studying onshore to provide a motivation to study statement and financial declaration to support their application for admission as a Genuine Temporary Entrant.
- 4.6 Where a domestic applicant presents with educational qualifications from an institution that does not instruct in English, the University reserves the right to request evidence of English language proficiency, prior to granting admission.

Application for admission

- 4.7 An application for admission to the GCR course can be made at any time of the year.
- 4.8 Whilst preparing an application for admission, an applicant should consult with the School of Graduate Research (sgr@cqu.edu.au) for advice on eligibility for admission.
- 4.9 The application for admission must be submitted through the University's online admissions portal, and be accompanied by certified documentary evidence of qualifications and any other information relevant to the admission.
- 4.10 Where the application for admission includes a proposal for a research project activity, sufficient evidence must be provided to demonstrate that the project topic is of appropriate scope and nature. Permission for the student to include a research project within the course activities will be considered by the Dean School of Graduate Research on a case-by-case basis, having regard to timelines, resource availability, requirements for research permissions or agreements and any other consideration relevant to project feasibility, including the availability of a suitable research supervisors with relevant contextual and/or methodological expertise.
- 4.11 The Dean School of Graduate Research, may refuse admission to, withdraw an offer to, or cancel an enrolment of, an applicant who would otherwise be eligible for admission where it reasonably believes that:
- a) the applicant, or their presence, poses a risk to University students and/or employees, or the wider University community
 - b) the applicant may prejudice the University's reputation, management, or good governance
 - c) the applicant has acted in a dishonest and/or deceitful manner when applying for admission to the University or any other tertiary educational institution
 - d) the applicant would be lawfully prevented from entering University premises for all, or part, of the course or unit, because of a court order or any enactment or decision made under legislation
 - e) the University would be subject to sanctions under the [Autonomous Sanctions Act 2011](#) (Cwlth), or the enrolment represents a relationship that is sanctioned under the [Australia's Foreign Relations \(State and Territory Arrangements\) Act 2020](#) (Cwlth)
 - f) the applicant would be unable to meet the course or unit requirements, including but not limited to attendance or group participation requirements.

Such decisions will be determined by the Dean School of Graduate Research in consultation with relevant senior management roles within the University.

Offer of admission

- 4.12 An applicant will only be admitted to the GCR where the course can be provided in a suitable study and/or supervisory environment of research activity or other creative endeavour, inquiry, and scholarship.
- 4.13 If the applicant is deemed eligible for admission, the University will issue an offer of admission, which will contain:
- the date of commencement
 - the mode of study and campus location (for on-campus candidates)
 - details of the research supervisor/s

- the timeline by which the course must be completed, and
- any special conditions that the candidate may be required to fulfil.

4.14 The course will be deemed to have commenced on the date indicated in the offer of admission, and as confirmed by the candidate when accepting the offer of admission.

Enrolment

- 4.15 Candidates may commence the course of study at any time of year, but offers of admission will be made subject to resource availability and administrative processes.
- 4.16 The standard course length is 0.5 [EFTSL](#), where 1 EFTSL is the equivalent of one year full time study. Course duration will be calculated from date of commencement to date of conferral of the award.
- 4.17 The course census date shall be a minimum of 37 calendar days after course commencement for full-time enrolments, and a minimum of 74 calendar days for part-time enrolments. Candidates should be aware of the implications of census date, in relation to tuition invoicing, fee reversals, and Student Services and Amenities Fees.
- 4.18 A candidate who exceeds the standard course duration may be offered enrolment in the Revisions and Extensions Unit, at the discretion of the Dean School of Graduate Research.
- 4.19 Retrospective requests for a change to enrolment details must be directed to the Dean School of Graduate Research, but will not be approved except in [compassionate and compelling circumstances](#).
- 4.20 For domestic candidates, the GCR may be undertaken in either on-campus or online study mode. Enrolment as an online candidate will only be approved where appropriate supervision and study arrangements are in place.
- 4.21 For [international candidates](#) undertaking the course onshore, their studies must be undertaken on-campus, at the campus location of their principal supervisor, except in [compassionate and compelling circumstances](#). Online study mode is not available for onshore international enrolments.
- 4.22 For offshore candidates, either domestic or international, the only type of study is in online mode.
- 4.23 A candidate wishing to transfer between offshore and onshore enrolment may only do so by application to the Dean School of Graduate Research.
- 4.24 International candidates must fully fund their enrolment into the GCR course, including any time spent in the Revisions and Extensions Unit, unless otherwise waived, and advised in writing, by the Dean School of Graduate Research, or through a formal contract or memorandum of understanding with a University partner.
- 4.25 Recognition of prior learning for course credit, in part or in full, is not available within the GCR.

Study load

- 4.26 Applicants to the GCR may be accepted as either full-time or part-time candidates. International applicants intending to study onshore must comply with visa conditions in relation to attendance type, which may require full-time study mode.
- 4.27 Candidates would normally be expected to contribute between 35 and 40 hours per week to their research and study program for full time study, and between 17.5 and 20 hours per week for part-time study.
- 4.28 Leave of absence is not available in the Graduate Certificate in Research. Candidates who can demonstrate compassionate and/or compelling circumstances that have prevented timely progression in the course, may negotiate for additional time to complete assessment tasks, or may request enrolment in the Revisions and Extensions Unit. Such requests may be considered by the Dean School of Graduate Research in consultation with the Unit Coordinator.

- 4.29 Candidates must remain in the study mode as originally selected at time of admission, being either part-time or full-time. Where compassionate and compelling [circumstances](#) can be demonstrated, the Dean School of Graduate Research may approve transition between study modes. Study mode changes may not be available to all candidates, depending on enrolment type. Candidates should be aware that a change to study mode may incur tuition fees and impact on other study-related arrangement (such as eligibility for Commonwealth support payments and compliance with visa requirements). Candidates must seek appropriate personal advice from the relevant authority regarding such implications prior to requesting a change to study mode.

Attendance at the University

- 4.30 The University encourages candidates to attend course lectures and/or tutorial sessions as offered throughout the year. Information on the content and scheduling of these sessions will be communicated to candidates via the course website or email to the candidate's university account.
- 4.31 The University encourages candidates to attend its campuses (including regional and metropolitan campus locations, study hubs, and virtual spaces, as appropriate) and to be part of the University research community.
- 4.32 The Dean School of Graduate Research reserves the right to vary the agreed arrangements to require candidates to attend on-campus or via virtual spaces for certain periods if such attendance is felt to be necessary for the successful pursuit of the study. Such variations will be discussed initially between the candidate, supervisor, Unit Coordinator, and/or the Dean School of Graduate Research.

Supervision arrangements

- 4.33 Supervision will be provided from the date of course commencement. A candidate will be deemed to have appropriate, continuing supervisory arrangements only if:
- a) the assigned principal supervisor holds a doctoral degree, or holds a master's degree in research with equivalent research experience, and is active in research and publishing in, or otherwise making original contributions to, a relevant field or discipline, and
 - b) the principal supervisor is a CQUniversity employee, has a relevant adjunct appointment, or is otherwise formally contracted and accountable to the provider for supervisory duties.
- 4.34 The supervisor/s will be appointed by the Dean School of Graduate Research, in consultation with the Unit Coordinator, relevant Deputy Dean Research or Postgraduate Research Coordinator, and academic line managers. The Dean School of Graduate Research, in consultation with the Unit Coordinator, may also allocate an associate supervisor.
- 4.35 To be eligible to supervise GCR candidates, an academic employee must hold postgraduate qualifications at master's level (preferably with, at least, a minor thesis research component), and demonstrate relevant and recent research outputs. Employees already registered as RHD supervisors are automatically eligible. Other individuals should apply for consideration to the Dean School of Graduate Research on a case-by-case basis.
- 4.36 The responsibilities and expectations for supervision in the GCR differs to the supervision provided for a RHD candidate, acknowledging that candidates are at a foundational level as research trainees.
- 4.37 The [Research Coursework Teaching Team](#) will primarily focus on delivery and assessment of learning outcomes relating to the process of research, rather than oversight of discipline-specific or project-level outputs and deliverables.
- 4.38 Research Supervisors will interact regularly with their candidate/s to:
- establish a working research relationship and contribute to a positive candidate experience
 - provide contextual information and feedback from the disciplinary perspective, to support the candidate in developing their assessment tasks
 - provide input into the Individualised Learning Plan (ILP), and

- guide the candidate in specific matters relating to the execution of a pilot project (where the candidate has been approved to do so, refer section 4.9 above).
- 4.39 Candidates must prepare a statement of reflection on their research supervision experience as part of the compulsory modules within the course (refer to [Appendix A](#) for more information).

Partnership with industry or workplaces/employers

- 4.40 By negotiation, candidates may be approved pursue a program of research and study in partnership with their employer, including, but not limited to: sharing of resources, data or information and site access. Such arrangements must be described at time of application for admission and approved by the Dean School of Graduate Research, considering the University's expectations for course and learning outcomes, and those of the Higher Education Standards Framework (e.g., in relation to third party supervision, learning facilities, and infrastructure).

Academic requirements

Learning outcomes

- 4.41 The learning outcomes for the GCR are:
1. Conduct research ethically and according to the ideals that underpin the Australian research context, illustrating a high level of autonomy and accountability.
 2. Evaluate, assess and articulate contemporary research, research methodologies and research concepts.
 3. Formulate defensible research questions relevant to a specific discipline and design an approach to investigate research questions.
 4. Analyse and interpret results from a research project.
 5. Present research and communicate specialised knowledge coherently and creatively.

Course of study

- 4.42 The GCR features a flexible enrolment pattern, with a course structure based on the candidate's progress towards achieving learning outcomes, rather than on basis of credit point accrual.
- 4.43 Candidates will be expected to demonstrate an appropriate volume of learning before being considered for conferral of the qualification.
- 4.44 Candidates must undertake all course-related research, assessment, and administrative tasks in English.
- 4.45 Following admission, candidates must pursue an approved course of research and/or study, leading to the submission of compulsory assessment tasks and/or a research portfolio, in not less than 0.5 [EFTSL](#) or more than 2 EFTSL.
- 4.46 During the approved course of research and/or study, the School of Graduate Research may require candidates to:
- a) attend the University (either by physical or agreed online means) for consultation and other purposes, as deemed necessary
 - b) participate in lectures and seminars, and perform such practical work as prescribed by the Research Committee, and/or
 - c) present their research at an appropriate scholarly or professional venue, as an unassessed component of the course.
- 4.47 Candidates are encouraged to participate in relevant training offered to research candidates by the School of Graduate Research, on advice from the [Research Coursework Teaching Team](#). This training is not a formal course component but may enhance a candidate's research skills and acquisition of graduate attributes.

Course structure

- 4.48 An overview of the course structure, scheduling and assessment is described in [Appendix A1](#) and [A2](#), with the applicable framework being dictated by the candidate's course commencement date.
- 4.49 Candidates must pass the three compulsory modules on Research Preparation: Governance and Policy, and complete an ILP, before attempting research and/or study in any of the elective modules. The pass rate for each of the compulsory modules is 90 per cent of the total marks available.
- 4.50 To be considered for conferral of the qualification, a candidate must successfully:
- pass the assessment tasks in each of the three compulsory modules, and
 - complete a research portfolio comprising the minimum composition of domain areas, as set out in [Appendix A1](#) or [A2](#) (whichever is applicable), and as agreed to in the ILP.
- 4.51 Conferral of the qualification will not occur before the candidate has served the minimum time in the active enrolment period (refer section 4.43). This period will be 0.5 EFTSL or six months, whichever is the earlier.
- 4.52 Assessment tasks in the research portfolio will vary according to the course content attempted by the candidate. In some modules, a choice of assessment tasks may be available. Detailed information about particular assessment tasks required for each module will be communicated to candidates through their ILP.

Individualised learning plans (ILPs)

- 4.53 All candidates must develop an ILP, in consultation with their Supervisor and the [Research Coursework Teaching Team](#). The ILP will identify the modules to be completed across the compulsory and elective course content, and the assessment tasks appropriate to the module selection. The ILP will be developed having regard to:
- the academic requirements of the course
 - the candidate's existing skills base, formal qualifications, and professional experience
 - the candidate's research career aspirations
 - the supervision and resources available within the University or from third parties, particularly with respect to approval to undertake the research project module, which will be special negotiation following pre-approval during the time of admission (refer to section 4.9).
- 4.54 Candidates must submit an ILP for approval to the School of Graduate Research, no later than 30 days after commencing the course for full time enrolments, or 60 days after commencing the course for part time enrolments.
- 4.55 The ILP approval can be given by the Unit Coordinator, except where the candidate wishes to include the project module, in which case approval from the Dean School of Graduate Research is required. Once approved, candidates may request variations to the ILP by negotiation, however variations to the ILP should be kept to a minimum and can be approved by the Unit Coordinator in consultation with the Dean, School of Graduate Research.
- 4.56 Where approval is given to participate in the research project module, a candidate must not significantly depart from their approved research project topic without prior approval from the Dean School of Graduate Research.

Submission and grading of assessment

- 4.57 The course is self-paced, and no specific deadlines apply for assessments relating to elective course content. However, the compulsory course content must be passed before the candidate may finalise their ILP and be eligible to attempt elective modules.
- 4.58 Candidates must submit individual assessment tasks via the course Learning Management System (Moodle) site, as they complete each module. The [Research Coursework Teaching Team](#) may also request part or draft submission of items to enable progress checks and formative feedback.
- 4.59 During the course, candidates may present interim assessment tasks forming part of the Research Portfolio to the Unit Coordinator for formative feedback. Such feedback does not form part of formal assessment or

grading. Feedback will be provided on a maximum of one draft of any task (except if submitting as part of the Revisions and Extensions Unit, RSCH20004).

- 4.60 After submitting a final Research Portfolio, the candidate's work will be formally graded, according to the [Grades and Results Policy](#). Information regarding the span of possible grading outcomes is presented in [Appendix B](#).
- 4.61 Individual assessment items for the three compulsory modules will be evaluated for Pass/Fail only. The passing mark is 90 per cent of the available marks. Candidates may re-attempt these tasks multiple times, until the pass mark is achieved.
- 4.62 Assessment items for the Research Portfolio will be graded from 0-100 per cent to inform the development of a grade result.
- 4.63 Where a candidate attracts a fail grade for any individual module or a fail at the research skills category level, they will be deemed to have passed the course only if the three compulsory modules have been passed and the overall grade result across all the curriculum points is more than 50 per cent.
- 4.64 The Research Coursework Teaching Team will be guided by the [Assessment Task Re-Attempt Guideline](#) when making decisions about, and implementing, re-attempts in assessment practice.
- 4.65 The Research Coursework Teaching Team will be guided by the [Assessment Policy and Procedure \(Higher Education Coursework\)](#) when managing requests for assignment extensions or reasonable assessment adjustments. Extensions for the submission of the completed Research Portfolio (which coincides with the expected course completion date) will be carefully considered, having regard to whether the candidate should be counselled to participate in the Revisions and Extensions Unit.
- 4.66 Submission dates for each candidate's individual modules within the GCR curriculum will be identified via the ILP. Where a candidate fails to submit more than two modules by the agreed dates, the Research Coursework Teaching Team may counsel the candidate to consider enrolment in the Revisions and Extensions Unit.
- 4.67 Due to the rolling nature of enrolments, assessment submission and marking occurs on a year-round basis. Assessment moderation and validation will be undertaken on a bi-annual basis to ensure consistency across the cohort.
- 4.68 Candidates who receive a Pass or Credit grade for the entire unit, may be invited to enrol in the Revisions and Extensions Unit (RSCH20004). This offers the opportunity to revise portfolio tasks, which can then be resubmitted for grading.
- 4.69 Candidates who receive a Fail grade for the entire unit, may be invited to enrol in the Revisions and Extensions unit at the discretion of the Dean School of Graduate Research. As self-enrolment is not available, a candidate must advise the School of Graduate Research in writing of their request to be enrolled in this unit.
- 4.70 Candidates may enrol in the Revisions and Extensions Unit a maximum of twice, and a separate tuition fee applies to each enrolment period.
- 4.71 The Grade Point Average score for the course will be calculated based on the final grade appearing on the transcript for the GCR unit (RSCH20004) only.
- 4.72 Candidates who are conferred with a Grade Point Average score that is equal to or exceeding 6.0 will be eligible to be conferred 'with distinction', and to receive a testamur and academic transcript bearing that citation.

Study progress

- 4.73 Candidates must illustrate ongoing progress in their studies to maintain their enrolment. Candidates may be required to submit evidence of work completed to date, and/or meet with the Unit Coordinator to discuss and/or revise their ILPs, if requested by the Dean School of Graduate Research or Unit Coordinator.

- 4.74 If the Dean School of Graduate Research determines that the candidate has failed to make satisfactory academic progress:
- a) the candidate will be advised of specific concerns about progress not achieved
 - b) the ILP will be revised to clearly communicate the required standard of performance and progress to the candidate, and
 - c) the candidate will be provided with a reasonable period in which to demonstrate satisfactory progress.
- 4.75 Failure to demonstrate satisfactory performance will result in the candidate being asked to show cause why their enrolment should not be terminated.

Intellectual property

- 4.76 Candidates who are approved to undertake research project module may be asked to assign ownership of intellectual property generated by them during the research project. Assigned ownership will be negotiated, in accordance with the [Intellectual Property and Moral Rights Policy](#).
- 4.77 If details of any intellectual property, or process improvement, are contained within a GCR portfolio and the candidate does not seek to restrict public access to that information, the Dean School of Graduate Research may seek to protect the interests of the University, and/or sponsor and apply for such restriction to be approved.
- 4.78 Consistent with the [Intellectual Property and Moral Rights Policy](#) (especially relating to patents, royalties, and proprietary information which are still being formulated), candidates will normally hold copyright of any materials (such as project reports, papers or other research outputs) associated with, or arising from, their course project. Intellectual property ownership may be negotiated between the candidate, University, and any funding partners.

Conferral of award

- 4.79 The [Research Coursework Teaching Team](#) will determine whether the candidate has satisfied the requirements for the qualification.
- 4.80 Where the candidate has met the requirements for the qualification, the Research Coursework Teaching Team will recommend to the Dean School of Graduate Research (or Vice-President (Research) where the Dean School of Graduate Research is unavailable or has a conflict of interest) for conferral of the award.
- 4.81 Where this is contention as to whether the candidate has satisfied the requirements for the degree, the Dean School of Graduate Research may consult with the Vice-President (Research) or undertake other internal or external consultation prior to making a determination.
- 4.82 Where a candidate has undertaken an approved Research Project module, the candidate must submit a satisfactorily completed Research Data Management Plan prior to conferral of the qualification.

Readmission

- 4.83 Candidates applying for readmission following an indefinite exclusion from the University due to substantiated misconduct will only be considered once a minimum period of five years has elapsed since the date of exclusion. If an application for readmission submitted after the minimum exclusion period is refused, the student may apply for readmission following a further five-year exclusion period from the date of refusal. Application for readmission following indefinite exclusion due to substantiated misconduct must be approved by the Vice-President (Research) (or nominee).

Financial arrangements

- 4.84 Candidates in the GCR should refer to the [Student Refund and Credit Balance Policy and Procedure](#) for information relating to the administration and management of student refunds and credit balances.

Candidate responsibilities

- 4.85 It is the candidate's responsibility to regularly monitor official University correspondence, communication channels, and their enrolment dashboard to keep abreast of information and requirements relating to their course of study, particularly regarding candidate accounts.
- 4.86 At any point during the course of study, the University reserves the right to require the candidate to make contact with the School of Graduate Research. Failure to make contact within the prescribed period will result in the candidate being asked to show cause why their enrolment should not be terminated.
- 4.87 Candidates will inform the School of Graduate Research of matters relating to their enrolment, attendance at the University, and academic progress.
- 4.88 Candidates will address requests for information or actioning from their Unit Coordinator, their supervisor or the Dean School of Graduate Research, and/or the School of Graduate Research.
- 4.89 Show cause notices may be placed on any candidate who has failed to:
- a) demonstrate satisfactory progress in the course, or
 - b) respond to any other formal administrative request of the University in a timely manner.
- 4.90 These course rules do not cover issues of visa arrangements, deferments, confirmation of enrolment, or insurance. It is the responsibility of an [international candidate](#) to notify, and seek appropriate advice from, the Student Success Division, and appropriate authorities external to the University, regarding matters of on-campus study.

Appeals

- 4.91 An applicant, candidate or supervisor who has reasonable grounds for dissatisfaction with any formal decision made under this course rules may lodge an appeal, by written request, to the Dean School of Graduate Research, within 28 days of date of issue of the decision. If the candidate or supervisor can demonstrate that the process was not followed or that new evidence is available, they may lodge a further internal appeal with the Vice-President (Research).
- 4.92 With regard to matters relating to academic assessment, a candidate who has reasonable grounds for dissatisfaction with any formal decision may appeal, in writing, to the Academic Appeals Committee. An appeal shall be received by that Committee within 28 days of formal notification of the decision.
- 4.93 The University recognises the importance of providing prompt and fair complaint resolution procedures for candidates, without victimisation for initiating, or participating, in the settlement. The candidate's enrolment will be maintained (without additional tuition liability) while the complaint and appeals process is ongoing. For further information, please refer to the [Academic Appeals Policy and Procedure](#).
- 4.94 Candidates who believe the outcome of an internal appeal is incorrect or unreasonable and/or that their application has not been dealt with fairly, has the right to access external complaint processes at minimal or no costs. Candidates may lodge a complaint with the [Queensland Ombudsman](#) or other [external complaint agency](#). Complaint submissions should include any new information that should be considered in reviewing the matter, copies of any relevant letters or other documents, and the outcome being sought.

Course and teaching evaluation

- 4.95 The [Research Coursework Teaching Team](#), in liaison with the Dean School of Graduate Research, will undertake an evaluation of teaching practice in the GCR, at least annually. This review will be consistent with the University's academic governance approach (via Annual Unit Enhancement Reports), and may include some, or all, of the following elements:
- self-reflection
 - invited feedback from internal University stakeholders, with respect to course resources, curriculum, assessment, and teaching delivery, and
 - feedback obtained through exit surveys of graduates.

- 4.96 Candidate feedback will be received via bi-annual evaluation activities in Moodle, as well as through an exit survey on course completion (or course withdrawal).

5 RESPONSIBILITIES

Compliance, monitoring, and review

- 5.1 The Dean School of Graduate Research is responsible for implementing, monitoring, reviewing, and ensuring compliance with this course rules.

Reporting

- 5.2 Course and unit enhancement reviews are used to undertake regular, interim monitoring of the quality of courses and units. Annual review of the GCR will be completed through the University's Academic Information Management System (AIMS) workflow and will be presented for Research Course Committee for approval, and Curriculum Committee for noting.

Records management

- 5.3 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping system.
- 5.4 Course and related candidate records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

EFTSL: Equivalent full-time student load, one EFTSL is equivalent to one year of full-time study.

International candidate: for the purpose of this course rules, international candidates are those who are studying in Australia on a temporary student visa (onshore) or studying by distance from another country (offshore).

Research Coursework Teaching Team: academic employees of the School of Graduate Research and/or support areas, involved in the direct delivery and/or assessment of the GCR and other research-related coursework units.

7 RELATED LEGISLATION AND DOCUMENTS

[Animals Ethics Procedure](#)

[Assessment Policy and Procedure \(Higher Education Coursework\)](#)

[Assessment Task Re-Attempt Guideline](#)

[Assignment of Authorship Policy](#)

[Australian Code for the Responsible Conduct of Research](#)

[Australian Qualifications Framework](#)

[Autonomous Sanctions Act 2011](#) (Cwlth)

[Code of Conduct for Research](#)

[English Language Proficiency Requirements Policy and Procedure](#)

[Grades and Results Policy](#)

[Higher Education Standards Framework \(Threshold Standards\) 2021](#) (Cwlth)

[Human Research Ethics Procedure](#)

[Intellectual Property and Moral Rights Policy](#)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) (Cwllth)

[Research Data Management Policy and Procedure](#)

[Research Higher Degree Supervision Policy and Procedure](#)

[Student Academic Integrity Policy and Procedure](#)

[Student Refund and Credit Balance Policy and Procedure](#)

8 FEEDBACK

8.1 Feedback about this document can be emailed to policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Delegated Approval Authority	N/A
Advisory Committee	Research Committee
Required Consultation	N/A
Administrator	Dean School of Graduate Research
Next Review Date	25/05/2025

Approval and Amendment History	Details
Original Approval Authority and Date	Research Higher Degrees Committee 7/02/2019
Amendment Authority and Date	Dean, School of Graduate Research 21/06/2019; Dean, School of Graduate Research 14/02/2020; Research Higher Degrees Committee 02/07/2020; Dean, School of Graduate Research 23/07/2020; Dean School of Graduate Research 02/09/2020; Editorial amendment 31/03/2021; Research Committee 22/07/2021; Academic Board 29/09/2021; Executive Committee of Academic Board 17/12/2021; Academic Board 25/05/2022; Academic Board 24/05/2023; Dean School of Graduate Research 03/06/2023; Editorial amendments 27/02/2024; Dean School of Graduate Research 10/03/2025.
Notes	

10 APPENDICES

Appendix A: Course structure and assessment

A.1 Course schedule, structure and assessment weighting, as applicable for candidates who commence study on or after 1 July 2022

Modules		Module Points	Details	Assessment Weighting
On course commencement, a welcome discussion occurs with the Supervision team. This is followed by a joint meeting between the candidate, supervision team and academic team to conduct the Individualised Learning Plan process. Activities in Modules 1-4 should proceed within the first four weeks following commencement.				
	Research Preparation: governance and policy			Online Tests
1	Research code of conduct and legal requirements		Code of conduct, risk, intellectual property, commercialisation	Pass/Fail only Pass rate is minimum 90% for each module
2	Research frameworks		What is research? Paradigms and language, the Australian research sector, Excellence in Research Australia (Quality, Impact and Engagement)	
3	Human and animal research ethics		What is ethics? When do I need it? Animal and human considerations	
	A total of 5pts for the three quizzes combined is required			
	Research planning and management			Research Portfolio
4	Research design Section A: Foundations of Supervision and Research context (Supervisors only)	10	Discussing topic areas and linking these with the research context and practice in this disciplinary field. Examining responsibilities and expectations for research supervision.	Graded assessment with marked available from 0 - 100%
	Section B: Initial design	15	Formulating research questions, project design, initial methodology	
5	Engaging with research literature	10	Databases, library resources, annotated bibliography	
6	Managing your research project	10	Budgets, timelines, risk management	
7	Human and animal research ethics	10	Drafting an ethics application, preparing project information and consent forms	
8	Methods in research	10	Reviewing multiple approaches to investigate a topic area	
9	Research data literacy	10	Data storage, security, handling and organising	
10	Methodology using quantitative approaches	20	Review of quantitative research and use of data within a project	
11	Methodology using qualitative approaches	20	Review of qualitative research and use of data within a project	
	A total of 65pts is required			
	Research communication			
12	Writing in research	10	Models for research outputs – publication and thesis formats and styles, technical writing, and writing for different audiences	
13	Research engagement skills	10	Presentation skills, oral presentation, poster, social media engagement	
	A total of 20pts is required			

	Your research pathway			
14	Research project proposal	10	Draft a project proposal or project concept suitable for a funding application, workplace application or research higher degree admission.	
15	Research project pilot* *This module is available by negotiation.	10	May include a pilot study, simulation or feasibility project, protocol development or simple forms of data collection and analysis	
	A total of 10pts is required			
Total volume of learning (course content)		100		

A.2 Course schedule, structure and assessment weighting, as applicable for candidates who commence study on or after 1 August 2021

Modules		Module Points	Details	Assessment Weighting
On course commencement, a welcome discussion occurs with the Supervision team. This is followed by a joint meeting between the candidate, supervision team and academic team to conduct the Individualised Learning Plan process. Activities in Modules 1-4 should proceed within the first four weeks following commencement.				
	Research Preparation: governance and policy			Online Tests
1	Research code of conduct and legal requirements	5	Code of conduct, risk, intellectual property, commercialisation	Pass/Fail only Pass rate is minimum 90% for each module
2	Research frameworks	5	What is research? Paradigms and language, the Australian research sector, Excellence in Research Australia (Quality, Impact and Engagement)	
3	Human and animal research ethics	5	What is ethics? When do I need it? Animal and human considerations	
A total of 15pts is required				
	Research planning and management			Research Portfolio
4	Research design Section A: Foundations of Supervision and Research context (Supervisors only)	10	Discussing topic areas and linking these with the research context and practice in this disciplinary field. Examining responsibilities and expectations for research supervision.	Graded assessment with marked available from 0 - 100%
	Section B: Initial design	10	Formulating research questions, project design, initial methodology	
5	Engaging with research literature	10	Databases, library resources, annotated bibliography	
6	Managing your research project	10	Budgets, timelines, risk management	
7	Human and animal research ethics	10	Drafting an ethics application, preparing project information and consent forms	
8	Methods in research	10	Reviewing multiple approaches to investigate a topic area	
9	Research data literacy	10	Data storage, security, handling and organising	
10	Methodology using quantitative approaches	20	Review of quantitative research and use of data within a project	
11	Methodology using qualitative approaches	20	Review of qualitative research and use of data within a project	
A total of 60pts is required				

	Research communication			
12	Writing in research	5	Models for research outputs – publication and thesis formats and styles, technical writing, and writing for different audiences	
13	Research engagement skills	5	Presentation skills, oral presentation, poster, social media engagement	
	A total of 10pts is required			
	Your research pathway			
14	Research project proposal	15	Draft a project proposal or project concept suitable for a funding application, workplace application or research higher degree admission.	
15	Research project pilot* *This module is available by negotiation.	15	May include a pilot study, simulation or feasibility project, protocol development or simple forms of data collection and analysis	
	A total of 15pts is required			
Total volume of learning (course content)		100		

A.3 Course schedule, structure and assessment weighting, as applicable for candidates who commence study before 1 August 2021

Modules		Module Points	Details	Assessment Weighting
	Governance and policy			Online Tests
1	Research code of conduct and legal requirements	5	Code of conduct, risk, intellectual property, commercialisation	Pass/Fail only with pass rate being 90%
2	Research frameworks	5	What is research? Paradigms and language, the Australian research sector, Excellence in Research Australia (Quality, Impact and Engagement)	
3	Human and animal research ethics	5	What is ethics? When do I need it? Animal and human considerations	
	A total of 15pts is required			
	Research design and preparation			Research Portfolio
4	Project management	10	Budgets, timelines, risk management	Graded assessment with marked available from 0 - 100%
5	Research literature	20	Databases, library resources, annotated bibliography	
6	Research design	10	Project design, formulating research questions	
7	Human and animal research ethics	20	Complete an ethics application	
8	Methods in research	10	Designing methods, resources	
9	Research data literacy	10	Data collection, analysis and reporting, data storage	
10	Quantitative research design	20	Quantitative research design	
11	Qualitative research design	20	Qualitative research design	
	A total of 60pts is required			

	Project implementation			
12	Research project proposal	15	Complete a draft project proposal	
13	Research project execution	15	Complete a pilot project	
14	Creative practice research project	15	Complete a draft creative research proposal	
	A total of 15pts is required			
	Communicating Research			
15	Writing in research	5	Models for research outputs - paper and thesis formats and styles, technical writing and publication	
16	Research engagement skills	5	Presentation skills, oral presentation, poster, social media engagement	
17	Journal paper	10	Prepare a draft research journal paper for submission	
	A total of 10pts is required			
Total volume of learning (course content)		100		

Appendix B: Course grading guide

Scenario	Example of Enrolment Type	Unit RSCH20003 (Standard Curriculum Unit)	RSCH20004^ (Revisions and Extensions Unit)	Notes
A	Candidate undertakes the standard curriculum, submits portfolio and performs well	D or HD	Not required	Only RSCH20003 enrolment appears on the transcript
B	<ul style="list-style-type: none"> Candidate undertakes the standard curriculum, submits portfolio but achieves Credit or less. Candidates who receive P or C are invited to consider enrolling in RSCH20004 to achieve a GPA boost. 	F, P, C *Then Change of Grade to new score according to RSCH20004 performance Change of grade process must happen within 12 months of initial grade, and before candidate completion/graduation.	S* NS	Candidates who receive an outright fail in RSCH20003 may be offered the opportunity to attempt RSCH20004, but this would be at discretion of the Unit Lead/Coordinator and Dean If they attempt RSCH20004, the possible outcomes are S or N. The whole portfolio is remarked. If the candidate achieves P or better, then "S" is recorded for RSCH20004. A change of grade process is activated to adjust the mark for RSCH20003 to the grade achieved at the re-attempt. The final GPA is the same as the revised score achieved in RSCH20003. If the candidate does not achieve P (or do not submit a portfolio), they may re-enrol for one further attempt at RSCH20004 (a maximum of two attempts applies for this unit). Or they may choose to exit with NS and the original grade achieved for RSCH20003.
C	Candidate undertakes standard curriculum, but does not submit a portfolio for assessment within the course duration	DA – Deferred Assessment *Later updated according to RSCH20004 performance **If NS, then the DA would be changed to F F	S* NS**	Candidate is offered opportunity to enrol in RSCH20004. If they accept, they may achieve S or NS. If they do not attempt RSCH20004, then the grade is set at F. DA grade is allowed to sit on the transcript for a maximum of 12 months.
D	Candidate withdraws after Census date and/or does not submit a complete portfolio	WF	S or NS	Depending on circumstance, candidate may be offered opportunity to enrol in RSCH20004. If so, then process would follow as per Option B above.
E	Candidate withdraws prior to Census date	Withdrawal without Academic Penalty		Standard WWAP process is followed.

Where a candidate has undertaken enrolment in RSCH20004, the transcript information will state:

'Enrolment in the RSCH20004 Revisions and Extensions unit is offered to selected candidates who wish to undertake additional studies and obtain a higher academic score for their research portfolio'.